

MEMORANDUM

TO: All departmental representatives and all faculty/staff who currently submit travel claims

FROM: Kacee Abbott, Director of Accounting

DATE: January 24, 2019

SUBJECT: Travel Card Request Form

Anyone who meets any of the recommended guidelines (listed below) for travel should request a travel card. This will be in addition to existing Procards used on campus or in place of any existing travel cards. The Chrome River travel system should be in place by late Spring. Travel cards to use with this system must be ordered now to allow for processing.

Those who meet any of the following recommended guidelines for travel should request a travel card:

- Travels 4 times per year
- Travels internationally
- Travels with teams and/or groups
- Recruiters and fundraisers

Please submit one (1) request per person. There is an option for individual and team/group travel on the form – if you plan to travel with groups **and** individually, you should select that option. An index is required, but if you plan to travel on multiple indexes, only one card should be requested. The reallocation can be completed in Chrome River. Multiple cards for one person will not be ordered. We plan to conduct training on Chrome River in late March. Travel cards will be handed out at that time. You **must** attend training to receive your card. More information about the Chrome River system is upcoming.

All forms should be submitted via email to travel@tntech.edu and must be received by next **Friday, February 1** to be considered. Incomplete forms will not be accepted. Any questions regarding the form or travel cards should be directed to the same email.

Additional information:

- The travel card is a credit card that will be used for all allowable expenses incurred in the state of travel (hotel, airfare, rental car, taxi, etc.) except meals and mileage reimbursement.
- If a person meets **any** one (or more) of the recommended guidelines, they should request a card. These guidelines are suggested but not stringent. Please request the form as needed for those in your area.
- There is a drop down menu for the type of card requested. You may select individual or individual + teams/groups. If you travel both as a group and individually, please select the second option.

Please continue traveling and submitting travel claims as usual. This is just a step to order the cards. We will let you know when training is available and what to expect as far as changing processes.